

# PHOEBE VELMA AWUOR

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## Professional Profile

As a passionate professional in finance, economics, and software development, I bring a unique combination of analytical thinking and technical proficiency. I have a proven track record as a liaison, connecting my employer with a diverse range of stakeholders. My strong communication skills, conflict resolution expertise, and organizational proficiency contribute to the effective delivery of projects that align with organizational goals.

In addition to my background in finance and economics, I have developed solid skills in software development including Python, SQL, Flask, JavaScript, and React which I use to build efficient, user-centered digital solutions. I have experience designing full-stack applications, automating data processes, and creating interactive dashboards that enhance decision making. I am committed to continuous learning, upholding the highest level of integrity, and embracing innovation and collaboration in every environment.

## Objective

To grow professionally in a busy working environment and keep pace with the dynamism of the modern changing world. I aspire to contribute meaningfully in fields aligned with my academic and professional qualifications such as software development, statistics, finance, business, and economics leveraging both my technical and analytical skills to solve complex challenges and support organizational growth.

## Education

**BACHELOR OF ARTS IN ECONOMICS (MAJOR) PSYCHOLOGY AND MATHEMATICS (MINOR)**  
**| SEPTEMBER 2015-DECEMBER 2020 | UNIVERSITY OF NAIROBI**

· Grade Attained: Second Class Upper Division

**DIPLOMA IN SOFTWARE ENGINEERING | DECEMBER 2024- MAY 2025 | MORINGA SCHOOL**

Completed a rigorous, project-based program focused on full-stack web development. Gained hands-on experience with Python, Flask, SQL, JavaScript, React, Git, and RESTful API design. Developed and deployed several real-world applications individually and in collaborative team settings.

**STAR PROFESSIONALS' COLLEGE [2017]**

Certified Public Accountant Part 1

PASS

## **KCA UNIVERSITY [2015]**

Certified computer proficiency professional

Passed

## **NJORO GIRLS HIGH SCHOOL [2011-2014].**

- Kenya Certificate of Secondary Education (KCSE)
- Attained Grade A- (minus).

## **DYNAMIC ACADEMY [2003-2010].**

- Kenya Certificate of Primary Education (KCPE)

Attained 348/500 marks

## **Certifications**

- The President's Award –Kenya: The Gold Standard of the President's Award Scheme for Young People. (2019)
- Certified Peer Counselor

## **Skills & Abilities**

### **MANAGEMENT**

- I have active management skills regarding interpersonal relationships, time management, and responsibility

### **DATA ANALYSIS**

- I have skills in MS applications and SPSS tools.

### **SOFTWARE DEVELOPMENT & PROGRAMMING**

- Proficient in full-stack development using Python, Flask, SQL, JavaScript, and React
- Skilled in building RESTful APIs, debugging, version control with Git, and working with databases (SQLite, PostgreSQL)
- Experienced in developing responsive front-end interfaces and integrating them with dynamic back-end systems
- Familiar with agile development practices, testing using pytest/Postman, and deploying applications

### **COMMUNICATION**

- I possess active communication skills that enable me to share information with others with a lot of ease.

### **LEADERSHIP**

- I always take responsibility for every role and tasks assigned to me by my supervisors. I usually ensure that my teams work in accordance with laid-down ethics and aim to achieve

organizational objectives.

## **INTEGRITY**

- I uphold high levels of honesty and strong moral principles in all my activities.

## **IT SKILLS**

- I have adequate information technology skills such as skills in MS Office applications for manipulating data.

## **TEAMWORK SKILLS**

- I am a strong believer and enforcer of teamwork to achieve organizational objectives.

## **OTHER SKILLS**

The other skills that I possess are empathy, decision-making, problem-solving, adaptability, readiness to learn, patience, self-control, persuasive skills, and ability to use positive language.

## **Experience**

### **MOJA EXPRESSWAY | MONITOR | NOV 2021 TO SEP 2024**

#### **Main Responsibilities**

- Carry out the work requirements of the monitoring center and provide toll monitoring, road monitoring and hotline services under the leadership of the director.
- Monitor, guide and handle in real time the discipline of toll collection, work process, behaviors, civilized services, special circumstances of the toll stations.
- Monitor the operation of the road network, Collect, organize, report and release information about road network operation, carry out the process of emergency response in the case of traffic accidents, severe weather and emergencies and provide the leaders and the public with the traffic information.
- Answer calls made to the hot line.
- Operate information boards, video wall and ensure traffic lights and station lights are on and off at the required time
- Complete the work records of monitors and record road network operation as it is.

### **CHIGGAI & CO ADVOCATES | INTERN RESEARCH AND ADMINISTRATIVE ASSISTANT | DEC 2020-SEPT 2021**

#### **Main Responsibilities**

1. Respond to clients and provide information to clients
2. Log and distribute incoming mail including regular and electronic mail

3. Set up, organize and maintain paper and electronic filing systems in accordance with recognized procedures and standards
4. Process and track legal work
5. Record and monitor deadlines
6. Update status and tracking reports

#### **WESTERN PROFESSIONALS CAUCUS | ADMINISTRATION ASSISTANT INTERN | MARCH 2020-DEC 2020**

I was mainly responsible for clerical tasks to ensure the staff communicated and worked efficiently. My responsibilities involved answering phone calls, welcoming visitors, distributing mail, and preparing communications within and outside the organization.

#### **NATIONAL CRIME RESEARCH CENTRE | ACADEMIC ATTACHMENT | 2017**

During my attachment I learnt how to conduct research and how to do data entry, analysis and interpretation using the SPSS platform

### **Achievements**

I am part of the team that pioneered the functionality of Nairobi Expressway and made it easy for motorists to use the road without experiencing different challenges at the toll stations. We automated toll processes, thus enhancing seamless flow of Moja Expressway processes.

### **References**

#### **MISS. NANCY UMUTONIWASE**

TECHNICAL MENTOR

MORINGA SCHOOL

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#### **ADV HARRIETE CHIGGAI**

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